SECRET
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160013-6

Rcd by 4 Tables No.

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. SRB 005

1. TITLE OF REPORT (If a fill-in report include Form No.)
CLANDESTINE SERVICE GRADE DISTRIBUTION

2. TYPE OF REPORT: ✓ STATISTICAL; NARRATIVE; MACHINE-NAME LISTING

3. FUNCTIONAL AREA: ✓ PERSONNEL; LOGISTICS; MEDICAL; TRAINING; SECURITY; FINANCE; ADMIN. GENERAL; OTHER (specify)

4. NO. OF COPIES PREPARED: 2

5. FREQUENCY (weekly, monthly, quarterly, etc.): MONTHLY

6. DISTRIBUTION (No. of components not number of copies): 2

7. FORMAT (memorandum, form, computer print-out, etc): FORM

8. ADP PROCESSING: YES; ✓ NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: HR

10. PREPARING COMPONENT (Include lowest level contributing information to report): OP/CO/SRB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): Job # 113 B, E, I

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS.06-3	4.21		5.9		24.83		12		297.96

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR: 297.96

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Report was started when CSPS was part of the O/Pers and has continued even though the information is available in useable machine form.

14. FUTURE GOALS

PROPOSED BY COMPONENT FOR THIS REPORT
✓ RETAIN AS IS
CHANGE
DISCONTINUE
OTHER (explain)

ESTIMATED SAVINGS: MAN-HOURS —; DOLLARS —

15. DATE OF INVENTORY: 10-8-70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

25X1

STAT

SECRET (Classification)
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Tab D

Savings Through Reductions in the Size
or Frequency of Manually Produced Reports

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